

Home Care and Daycare at Home Coordinator – Co. Clare

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocating for the rights and needs of all people living with dementia and their carers.

Our vision is an Ireland where people on the journey of dementia are valued and supported.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

The ASI is currently recruiting a Homecare & Daycare at Home Coordinator for the Clare Homecare and Daycare at Home Services, based in Cuan an Chláir, Cahercalla, Ennis, Co. Clare.

This is a permanent contract working, Monday to Friday, 30 hours per week.

To be successful in this role you will need experience in caring for the person with dementia. You will be required to have experience in Human Resource Management, Financial management, Quality standards and risk management. You will need good communication skills, be open and enthusiastic, have a positive attitude, lead by example, make staff feel valued, and be able to work on your own initiative as well as part of a team.

A full driving licence is essential.

Salary will be commensurate with the care sector, and at least 2-3 years' experience in the health/social care or voluntary sector is essential.

A detailed job description is available on The ASI website: www.alzheimer.ie/careers

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to: recruit@alzheimer.ie

Closing date for applications is **Friday, 4th September 2026**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.



JOB DESCRIPTION

Job Title: Home Care & Daycare at Home Coordinator	Job Holder:
Job Location: Ennis, Co. Clare	Reports to: Operations Manager

Purpose of Position:

The Homecare and Daycare at Home Coordinator is responsible for providing the best practice dementia specific care to clients in the community and in their homes. He/she manages and co-ordinates person centered care and resources in the community and in the home in an efficient and effective manner for people living with dementia. He/she has responsibility for the supervision of Care Workers in their area and will work closely with other members of staff to ensure they are cognizant of other services which the client/family may be receiving so that they can help ensure that all services are delivered in an integrated seamless manner. He/she is responsible for health and safety and administration of the service while providing and promoting a model of care which is person centred, community focused and has an appreciation of the needs of the family carer.

Main Duties and Responsibilities:

Management

- Supervise, co-ordinate and support the work of Care Workers assigned to him/her.
- Co-ordinate recruitment and ensure that all employees receive appropriate induction and their ongoing training needs are periodically reviewed and actioned.
- Ensure fair and consistent application of the Alzheimer Society of Ireland policies and procedures as applicable to the service.
- Conduct regular performance reviews with all staff and deal with any breaches of policy, disciplinary or grievance matters in a timely manner.
- Liaise and take advice from HR where necessary.
- Hold regular individual and group staff meetings to discuss performance, service enhancements, client welfare and relevant operational or procedural matters.
- Schedule and issue the staff roster on a weekly/monthly basis based on the individual needs of clients and the requirement for the service to be cost efficient.
- Keep and maintain appropriate records in relation to all Care Workers assigned to him/her including pay, all forms of leave etc.
- Prepare, certify, and approve pay sheets and travelling expenses for Care workers
- Attend training courses, conferences and meetings with the Operations Manager as required
- Carry out the administration required to provide an efficient and effective service in the area
- Ensure that accurate statistics are recorded for the service and provide reports to the Operations Manager and the HSE regarding same.
- Ensure all carer workers and him/her self-comply with the Society's policies and procedures.
- Manage the administration staff and ensure all administration is up to date on weekly / daily basis.

Client work

- Assess, identify, and manage the needs of potential and existing clients:
- Carry out and input into the assessment (initial and ongoing) of clients and decide what are the most appropriate service(s) to offer the client
- Produce detailed specifications of the client's care needs so that these can be matched to the work specification given to the home carer.



- Review clients on a regular basis by liaising with those responsible for providing care to the client and convey to the client's primary carer/other health care professions any concerns on client welfare.
- Identify gaps in care provision and devise plans in how to address those needs.
- Manage waiting lists for the service in an efficient and effective manner
- Manage health and safety concerns by carrying out our risk assessments and ensuring any issues or concerns are dealt with appropriately
- Respect the rights, dignity and confidentiality of all clients and their carers/advocates.
- Provide a service for the client that focuses on increasing their self-esteem and provides a better quality of life for the client and their carers.
- Liaise with other Health and Social care professionals regarding client's ongoing needs and requirements
- Responsible for proper administration and recording of all care plans.
- Provide phone support and relay information to family carers on issues arising in the care of a client.
- Provide care support and education to family carers.
- Document any client accidents/incidents or complaints and report them to the Operations Manager and HR if necessary

Administration

- Carry out the administration required to provide an efficient and effective service in the area
- Ensure that accurate statistics are recorded for the service and provide reports to the Operations Manager and the HSE regarding same.
- Maintain all required record systems relating to management of the service and make available to ASI National Office and Operations Manager such records as required
- Ensure there is an awareness of the issues relating to dementia at a local level and promote the services provided locally by the Society.
- Ensure compliance with the HSE Service Level Agreement by way of service hours that need to be provided in the area.
- Network and liaise with other service providers, health and social care professionals and potential referral sources e.g., PHN's, GP's etc. to promote the service.
- Organise events/seminars that could help promote the service
- Carry out other duties that may be assigned from time to time

The principal accountabilities outline the main duties of the role. However, in an organisation such as the Society, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the job description will be amended to reflect this.

PERSON SPECIFICATION:

Knowledge/Experience:

- A standard of education as to enable him/her to discharge the duties of the post satisfactorily
- Diploma in Health Service Management or equivalent qualification desirable
- Previous experience of working in a caring environment preferably caring for people with dementia, older people or people who have learning disabilities is essential
- Previous experience or an understanding of managing people or a service essential
- Experience of working with people with complex needs in a variety of different situations
- Demonstrated knowledge of the voluntary sector, older people issues and dementia

Skills/Competencies:

- Strong client focus:
 - Commitment to deliver a high-quality person-centered care service
 - Empathy and respect for the rights of the individual with dementia
 - Good observational skills
- Management Skills:
 - Ability to supervise, motivate and manage a team of care workers.
 - Ability to plan and manage change.
 - Excellent organisational skills in the area of general administration, resource allocation etc.
 - Financial awareness and ability to operate service within budget.
 - Ability to handle effectively challenging deadlines and multiple tasks.
- Excellent communication and interpersonal skills
- An understanding of legislation relevant to the role e.g. Health and Safety, Employment legislation etc.
- Comprehensive understanding of the Irish health system and structures
- Experienced computer user with strong MS office skills

Other Requirements:

- Suitable personal transport and a clean driver's license as this post involves regular travel.
- Patience
- Empathy
- Reliability
- Flexibility
- Enthusiasm
- Confidentiality

KEY RELATIONSHIPS

Internal

Operations Manager
 Homecare & Daycare at Home Coordinators
 Daycare Managers
 Fundraising
 Finance
 Information technology
 Learning & Development & HR

External

PHNs
 GPs
 HSE
 Community care service providers
 Other voluntary organisations
 Local nursing home